

## RESUME

**BINOY.K.VARGHESE**  
**ACCOUS ASSISTANT CUM CASH OFFICER**  
**Mob: 0569610263**  
**Email: binoykvarghese9@gmail.com**



### Career Objective

A job profile which will synergizes my goals with those of the organization, bringing about a mutual growth beneficial to both, and also enriches my knowledge. I am a team player and working in challenging situations brings out the best in me.

### Work Experience

#### 1. Accounts Assistant cum Cash Officer (3 Years Exp.)

KM Trading Hypermarket, Dubai (2019-2022)

#### 2. Cashier (1 year Exp.)

Utsav Silks, Ernakulam (2018-2019)

### Educational Qualification

Course	Board/ University	Year	Percentage
MBA HR	Bharathiar University	2018	58 %
BA Economics	University of Calicut	2015	57 %
Plus Two	Board of Higher Secondary Examination, Kerala	2012	75 %
SSLC	Board of Public Examination, Kerala	2010	75 %

### Areas of Expertise

- Petty Cash Reimbursement
- Daily Cash Sale Deposit
- Credit Card Reconciliation
- POS Account Verification
- Coins & Cash change collection
- Prepare Cashiers Sale Closing sheet
- Vending Machine Payment collect & Deposit
- DEWA cheque Deposit
- Cheque withdraw from Bank
- Supplier Invoice Verification

### HR Related Work Experience

- Employees Medical and Tawjeeh Management
- Emirates ID Collection
- Salik Management
- Vehicle Advertising Renew
- Prepare Employees Attendance Report Daily
- MIS Report

### Computer Skills

- ERP System
- MS Office Excel
- Tally ERP (Basic Knowledge)
- Outlook Mail
- MS Office Word

### Personal Profile

Name	:	Binoy K Varghese
Fathers name	:	Varghese K M
Mothers name	:	Omana Varghese
Date of birth	:	22/09/1993
Languages known	:	Malayalam, English and Tamil.
Gender	:	Male
Nationality	:	Indian
Passport No	:	P5197332
Date of Expiry	:	10/01/2027
Marital Status	:	Married
Permanent Address	:	Kundukulam House Vadapuram Post, Malappuram, Kerala – 676542

### Declaration

I hereby declare that the above mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particulars.

Place : Dubai  
Date : 04-10-2022

**BINOY K VARGHESE**